THE WOODLANDS TOWNSHIP

Board of Directors

WORKSHOP MEETING

April 19, 2012

MINUTES

THE STATE OF TEXAS § COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on April 19, 2012 posted to begin at 7:30 AM. The meeting was held in a meeting room at the office of The Woodlands Township, Board Chambers, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

Chairman:

Bruce Tough

Vice Chairman:

Lloyd Matthews

Secretary:

Claude Hunter

Treasurer:

Ed Robb

Directors:

Nelda Luce Blair Tom Campbell Peggy Hausman

President/General Manager:

Don Norrell

Staff/Advisors:

Alan Benson Kim Cogburn Mary Connell

Karen Dempsey Miles McKinney Mike Page John Powers Monique Sharp Bret Strong Susan Welbes Renee Williford Nick Wolda

STANDARD ITEMS:

1. Pledge of Allegiance;

Director Campbell led the Pledge of Allegiance to the United States flag and Texas State flag.

2. Call meeting to order;

Chairman Tough called the workshop session to order at 7:33 a.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouse of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

3. Receive, consider and act upon adoption of the meeting agenda;

VOTING:

Motion by: Claude Hunter moved to adopt the agenda as presented.

Second by: Tom Campbell

The motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	х		
Matthews, Lloyd (Vice Chairman)	x		
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	x		
Blair, Nelda Luce (Directors)	x		
Campbell, Tom (Directors)	x		
Hausman, Peggy (Directors)	х		

4. Recognize public officials:

Chairman Tough recognized the following public officials:

<u>Steve Leakey-President</u>, Alden Bridge Village Association <u>Ted Stanley-President</u>, College Park Village Association

5. <u>Public comment;</u>

There was no Public Comment.

6. Receive an update regarding iPad usage:

William Pham, IT Director for The Woodlands Township, presented this item. Mr. Pham used a PowerPoint presentation to review the basics of downloading and navigating Board meeting material on the Directors' iPads. A question and answer period followed Mr. Pham's presentation.

This item will be brought forward to the April 25, 2012 regular Board meeting.

7. Receive, consider and act upon a proclamation in support of National Police Week;

Chairman Tough informed the Board that this item will be presented at the April 25, 2012 Board of Directors meeting.

CONSENT AGENDA:

- 8. Receive, consider and act upon the Consent Agenda;
 - (This agenda consists of non-controversial or "housekeeping" items required by law. One motion with modifications, if applicable, approves for action, all items contained within the Consent Agenda. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request prior to a motion and vote.)
- 8.a. Receive, consider and act upon approval of the minutes of the March 22, 2012 Board Workshop and the March 28, 2012 Regular Meeting of the Board of Directors of The Woodlands Township;

Chairman Tough asked the Board to review the minutes. A correction to both the March 22, 2012 Board Workshop minutes and the March 28, 2012 "Vote Tab" was noted.

These changes will be made prior to consideration and action of this item under the Consent Agenda at the April 25, 2012 regular Board meeting.

8.b. Receive, consider and act upon an annual survey of prevailing wage rates and scale for construction projects;

Monique Sharp, Assistant General Manager of Finance & Administration for The Woodlands Township, presented an overview of this item. The Board was informed that The Woodlands Township is required to annually determine the general prevailing rate of per diem wages for specification in construction contracts, pursuant to Chapter 2258 of the Texas Government Code.

Ms. Sharp referred the Board to a resolution adopting a prevailing wage rate scale for construction projects and an attached wage rate scale. Mike Page, legal counsel for The Woodlands Township, provided additional clarification on this item. Board discussion followed.

This item will be brought forward to the April 25, 2012 regular Board meeting for consideration and action under the Consent Agenda.

8.c. Receive, consider and act upon a housing agreement with Montgomery County Hospital District and Cypress Creek Emergency Medical Service (EMS);

Fire Chief Alan Benson presented background information on this item with a recommendation that the Board approve the EMS Housing Agreement between Cypress Creek EMS and The Woodlands Township at a fee of \$1,000 per month, per medic unit and the EMS Housing Agreement between the Montgomery County Hospital District and The Woodlands Township at a fee of \$1,000 per month, per medic unit. Board discussion followed.

This item will be brought forward to the April 25, 2012 regular Board meeting for consideration and action under the Consent Agenda.

9. BRIEFING ITEMS:

10. Receive and consider a quarterly update from The Woodlands Convention and Visitors Bureau;

Nick Wolda, President of The Woodlands Convention & Visitors Bureau (TWCVB), presented a quarterly update on TWCVB services, visitor activity, special event attendance and destination marketing efforts. Also included in Mr. Wolda's report were the following: Waterway Cruiser Update and CVB and Waterway Cruiser Financials for the two months ended February 29, 2012. Board discussion followed.

This item was for information sharing only. Board action was not necessary.

11. Receive and consider an update from the Marriott's General Manager, Fred Domenick, regarding Convention Center activities;

Fred Domenick, General Manager of The Woodlands Waterway Marriott Hotel and Convention Center, provided an update on hotel statistics and activities. Mr. Domenick reported that business in The Woodlands is robust. Board discussion followed.

This item was for information sharing only. Board action was not necessary.

12. Receive and consider an update regarding the 2012 Memorial Hermann Ironman Texas Event;

Nick Wolda provided background information on this item. Mr. Wolda informed the Board that the 2012 Memorial Hermann Ironman Texas Event will be held on May 19, 2012. Following Mr. Wolda's comments, Scott Langen, Executive Race Manager for the Ironman Event, was called on to provide additional information.

Mr. Langen began his PowerPoint presentation by noting some changes to the Ironman Event. Mr. Langen reviewed notable changes to the bike and run courses and then informed the Board that the Finish Line for the 2012 Ironman Texas Event will be located at the intersection of Waterway Avenue and Waterway Court. Board discussion followed.

This item was for information sharing only. Board action was not necessary.

13. Receive and consider an update regarding the Governance Planning Process for The Woodlands;

Karen Dempsey, Management Analyst for The Woodlands Township, presented this item. Ms. Dempsey informed the Board that Partners for Strategic Action (PSA) met with stakeholder and resident focus groups in the community to gather feedback on draft outreach materials to be used during presentations at two upcoming public forums. PSA also made presentations to the business community.

Governance Community Forums were held on March 29, 2012 and March 31, 2012 at the John Cooper School and The Woodlands Emergency Training Center, respectively. Ms. Dempsey also commented that an online video and feedback form are available from April 2-27, 2012 to any residents that were not able to attend the Governance Forums.

Ms. Dempsey informed the Board that PSA will present a summary report to the Board at the June 27, 2012 regular Board meeting based on the feedback received from the large-group governance forums,

the business community outreach and online submissions. The Board will also be given an opportunity to discuss the results and PSA will present action options for the Board to consider at a planning session to be held on Thursday, June 28, 2012. Board discussion followed.

This item was for information sharing only. Board action was not necessary.

14. POTENTIAL REGULAR AGENDA:

15. Receive, consider and act upon the award of bid for the HR/Payroll software;

Susan Welbes, Human Resources Director for The Woodlands Township, provided background information on this item with a recommendation that the Board approve staff's recommendation to select Paycom as The Woodlands Township's Payroll and Human Resources software provider and authorize the President/General Manager to execute the Payroll Service Agreement. Board discussion followed.

This item will be brought forward to the April 25, 2012 regular Board meeting for consideration and action under the Regular Agenda.

16. Receive, consider and act upon approving the time for the May 30, 2012 meeting regarding seating of the new Board of Directors and Election of Officers;

Don Norrell, President/General Manager for The Woodlands Township, presented this item. The Board was asked to determine a time for the May 30, 2012 special Board meeting. At this meeting, newly elected Board members will be seated and officers will be elected. A tentative time of 1:30 p.m. was set for this meeting. Board discussion followed.

This item will be brought forward to the April 25, 2012 regular Board meeting for consideration and action under the Regular Agenda.

17. Receive, consider and act upon approving the time for the June 28, 2012 Board Strategic Planning Meeting;

Don Norrell presented this item. The Board was asked to determine a time for the June 28, 2012 Board Strategic Planning meeting. A tentative time of 8:00 a.m. until 12:00 p.m. was set for this meeting. Board discussion followed.

This item will be brought forward to the April 25, 2012 regular Board meeting for consideration and action under the Regular Agenda.

18. Receive, consider and act upon appointment of new member to the Development Standards Committee;

John Powers, Assistant General Manager of Community Services for The Woodlands Township, presented background information on this item. Mr. Powers commented that at the regular Board meeting held on March 28, 2012, the Board requested to interview the DSC candidates at the April 19, 2012 Board workshop. Candidates were then called on to a make a presentation to the Board stating their qualifications and interest in serving on the DSC.

Three candidates submitted applications. Douglas Owyang and Daniel Wallace were present at today's meeting and made presentations to the Board. Danie van Loggerenberg was not able to attend the meeting. Following each presentation, the Board was given an opportunity to ask the candidates questions.

Mr. Powers recommended that the Board appoint one of the three candidates to serve the remaining term of the vacant DSC position. Board discussion followed.

This item will be brought forward to the April 25, 2012 regular Board meeting for consideration and action under the Regular Agenda.

CLOSED MEETING (if applicable)

19. Recess at 9:25 a.m. to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;

20. Reconvene in Public Session at 9:40 a.m.;

Chairman Tough announced that it would not be necessary to take action at this time on matters discussed in Executive Session.

21. ADMINISTRATIVE REPORTS:

22. <u>Community Policing:</u>

Marian Leck referred the Board to a written report in their Board packet and then highlighted the following:

- <u>Staffing Report-</u>full staffing for Montgomery and Harris Counties; currently working on a contract for two extra deputies in Harris County, Creekside Park Village;
- Harris County Constable's Office Precinct 4-Lt. Ronnie Glaze reported that to date 58 burglary
 of motor vehicles incidents have been solved, 4 suspects were apprehended and a 5th suspect is
 under investigation; some stolen articles (3 guns) have been returned to owners;
- <u>Congratulations to MCSO</u>-regarding apprehension of a bank robber and recovery of an abducted child;
- <u>Village Stats</u>-regarding burglary of motor vehicles and burglary of habitation (refer to written report in Board packet);

23. <u>Community Services:</u>

John Powers referred the Board to a written report in their Board packet and then highlighted the following:

 Solid waste collection-February 2012 stats compared to February 2011 indicate a 2% increase in the number of homes serviced; 15% decrease in tons of trash collected; 37% increase in tons of recycling material collected; 47% increase in the average pounds/household of recycled material collected each week;

24. The Woodlands Fire Department:

Fire Chief Alan Benson reported on the following:

- <u>Central Fire Station</u>-construction is progressing well;
- <u>Emergency Preparedness-</u>beginning operational and preparedness briefings and will report to the Board in the near future;
- <u>Fire Safety and Education-presenting educational programs to children in the community;</u>

25. The Woodlands Convention & Visitors Bureau:

Nick Wolda provided the following correction to an earlier report:

• <u>Waterway Cruiser Ridership-increase</u> of 64% in ridership during the first quarter of 2012 compared to 2011;

DISCUSS FUTURE AGENDA / ANNOUNCEMENTS:

26. Consideration of items to be placed on the agenda for next month's meeting;

- <u>Secretary Hunter</u> requested that staff prepare a brief report on mobility improvements;
- <u>Treasurer Robb</u> inquired about residents in Town Center (i.e. Brownstones and Boardwalk apartments).....asked if residents are part of any particular village;
- <u>Directors Hausman and Campbell</u> would like the Board to discuss policies related to electioneering on Township property, in particular the following: park, campaign and building;

27. Board announcements;

There were no announcements.

28. Public comment, and;

The following individuals provided Public Comment:

- <u>Mike Bass-</u>commented on the use of public facilities and restrictions placed on them; commented on transparency in DSC operations;
- <u>Steve Leakey-</u>wanted to know if candidates are allowed to distribute campaign materials at Village Association meetings held at Town Hall

29. Adjournment.

VOTING:

Motion by: Ed Robb moved to adjourn the meeting at 10:20 a.m.

Second by: Nelda Luce Blair

The motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	х		
Matthews, Lloyd (Vice Chairman)	х		
Hunter, Claude (Secretary)	x		

Robb, Ed (Treasurer)	х	
Blair, Nelda Luce (Directors)	x	
Campbell, Tom (Directors)	x	
Hausman, Peggy (Directors)	х	



Claude Hunter Secretary, Board of Directors